

POSITION POSTING

FUNCTIONAL TITLE:	Associate General Counsel
UNIT:	Legal
LOCATION:	MTRS, 500 Rutherford Ave., Charlestown, MA
SALARY:	\$67,575 - \$72,000
DEADLINE TO APPLY:	Friday, December 1, 2017

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Under the supervision of the General Counsel, the Associate General Counsel represents the agency's position and statutory obligations in legal matters, obtains information on cases for hearings, advises agency staff and the Board on legal matters, prepares administrative and legal documents, provides information to the public on agency functions, rules and regulations and performs related work as required.

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES

Under the direction of the General Counsel, the Associate General Counsel:

- Provides legal counsel to the Executive Director and all agency staff relative to the proper interpretation and implementation of G.L. c. 32 (the public pension statute) and all related administrative regulations and administrative or judicial orders and decisions.
- Represents the Board and agency staff in judicial and administrative forums relative to Board actions and all other legal matters.
- Prepares materials and presents issues to the Board of the MTRS on an as needed basis.
- Engages in litigation in several administrative forums, and all levels of the courts of the Commonwealth.
- Participates in agency retirement policy development process.
- Serves as a liaison with the Attorney General's office on litigation in which the Board or any staff member is a party.
- Reviews and interprets pending legislation that may impact the Board or the system's benefit structure, and may draft legislation to further the Board's legislative agenda.
- Maintains familiarity with all public employee retirement legislation, regulations, and judicial and administrative decisions, in Massachusetts and other jurisdictions, that may affect the Board, its policies, or administration of the system. Assists the General Counsel in informing the staff on a regular basis of important developments.
- Delivers public and in-house presentations on a variety of public employee retirement issues, including at in-house training sessions, employer/member seminars, and professional conferences.
- Reviews Domestic Relations Orders submitted by members for compliance with G.L. c. 32 and advises members and their counsel.
- Acts as hearing officer in adjudicatory matters delegated to staff by the Board, and writes preliminary decisions for consideration by the Board.
- Investigates issues for consideration by other attorneys as hearing officers.

- Prepares reports and delivers oral presentations summarizing medical, factual, and legal issues relevant to disability applications for the Board's consideration, as assigned.
- Keeps timely records of case tracking data and assignment milestones.
- Works productively with fellow staff, in particular other lawyers and paralegal in Legal Unit.
- Performs other legal and administrative tasks as required by the General Counsel.

REQUIRED EDUCATION AND EXPERIENCE

- Juris Doctor from an accredited law school.
- One to five years' experience in litigation.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Member in good standing of Massachusetts bar
- Demonstrated outstanding research, writing and speaking skills
- Demonstrated litigation skills
- Ability to understand, interpret and apply retirement laws and regulations
- Strong computer skills, especially with Microsoft office suite and Westlaw
- Ability to manage multiple tasks simultaneously within strict deadlines and with a high degree of accuracy
- Excellent organizational skills, ability to manage multiple projects at once, follow through and meet deadlines
- Ability to establish and maintain effective and professional working environment
- Commitment to quality service at all times
- Willingness to travel within the state; reliable means of transportation
- Expertise in the Massachusetts retirement law, M.G.L. c. 32, preferred

APPLICATION PROCESS

Interested applicants must apply online through MassCareers at:

<https://massanf.taleo.net/careersection/ex/jobsearch.ftl>

All applicants must submit a cover letter and résumé. Selected applicants will be asked to provide a writing sample.